

Zion Communication Submittal Form

In an effort to focalize Zion's Communications, the Communication Committee has designed this form. It allows you to request your Committee events, Ministry details, Member services information, etc. to be published in the Sunday program, newsletter and/or website. Please complete as much information as possible and place in the Website Committee mailbox in the Fellowship Hall. It will then be directed to the appropriate Communication Committee member.

TYPE OF COMMUNICATION:

- Event/Announcement Volunteer Ad Ministry Listing Business Ad Other

COMMUNICATION DETAILS:

Submittal Date _____

Sponsoring Ministry _____

Event Title _____

Theme/Scripture _____

Event Date(s) _____

Event Time(s) _____

Location _____

Copy to be placed: (Please attach additional details on separate paper in needed.)

PUBLISH WHERE:

What media would you like your information publish with? (Check all that apply.)

WEBSITE: (Requests will be posted 2-3 days)

- | | | |
|-------------------------------------|--|-------------------------------------|
| <input type="checkbox"/> home | <input type="checkbox"/> about us | <input type="checkbox"/> museum |
| <input type="checkbox"/> calendar | <input type="checkbox"/> special event | <input type="checkbox"/> ministries |
| <input type="checkbox"/> employment | <input type="checkbox"/> member services | <input type="checkbox"/> faqs |
| <input type="checkbox"/> contact us | | |

The MESSENGER*, monthly newsletter (deadline is the 15th of the month)

SUNDAY PROGRAM* (deadline is the Monday before the desired Sunday publishing)

*Information submitted after the specified deadlines will be posted on the next scheduled publishing.

CONTACT:

In case we have questions concerning this communication, please provide the following.

Name: _____

Phone Numbers:

Home: _____ Work: _____ Cell: _____

ADDITIONAL INFORMATION:

Will artwork be supplied? Yes No

If yes, how will it be provided? (Please ensure that you identify everyone in a photograph.)

email, send to websitecommittee@zionbaptistchurchmarietta.org. Please list the File name(s) you will be emailing: _____

CD, attach to this form and place in Website Committee mailbox in Zion's Fellowship Hall

Print, attach to this form and place in Website Committee mailbox in Zion's Fellowship Hall

How many pieces are provided? _____

If artwork is NOT supplied, would you like the website committee to create? Yes No

MEDIA RELEASE AGREEMENT:

I, _____ hereby consent that the videotapes, photographs, and/or motion picture film for which I posed, and/or audio recordings made of my voice may be used by Zion Baptist Church in whatever way they desire, including television, electronic uses, newsletters, websites, etc; furthermore, I hereby consent that such photographs, films, and recordings, and the plates, compact disks and/or tapes from which they are made shall be Zion's property and they shall have all the right to sell, duplicate, reproduce and make other uses of such photographs, films, recordings, plates, compact disks and tapes as they may desire free and clear of any claim whatsoever on my part.

Signature _____ Date _____

Address _____

City _____ State _____ Zip _____

Phone:

Home _____ Work _____ Cell _____